ITD 2776 (Rev. 12-07)
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Trainee Monthly Progress Record

Trainee's Name	Project	Month

Work Process As Per Standard	Hours Brought Forward	List Number of Hours Worked on Each Process During Day in Appropriate Spaces Below / Record actual time worked in fractions of hours (i.e., 4.5, 4.25, etc.)																														Total Hours
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Total Hours																																	

Trainee's Signature	Trainee's Address
Employer	Supervisor/Reviewer

Required Distribution: Original – Contractor's File   Copy – Resident Engineer   Copy – Trainee